

# ***SALT LAKE and TOOELE EMPLOYER COMMITTEE (SLEC/TEC) BYLAWS***

## ***ARTICLE I Name and Geographic Area***

Section 1. This committee shall be known as the “Salt Lake and Tooele Employer Committee” (SLEC/TEC).

Section 2. The geographic area covered by this committee shall be Salt Lake and Tooele Counties.

## ***ARTICLE II Objectives***

The objectives of this committee shall be as follows:

1. To provide a forum for employers and Workforce Service Representatives to define, debate and resolve labor exchange issues and provide a medium for mutual self-improvement.
2. To implement the objectives, goals, programs and services of the Central Region Council on Workforce Services (CRCWS).
3. To explain and interpret the employment exchange programs and services of the Utah Department of Workforce Services to public and private employers and the workforce.
4. To educate the business community regarding Workforce Services to promote maximum utilization of Federal Unemployment Tax Act (FUTA) tax dollars.
5. To encourage and facilitate cooperative action among employers, the Department of Workforce Services and the workforce.

## ***ARTICLE III Committee Membership***

Section 1. Membership in this committee shall be open to employers and Workforce Service representatives interested in supporting the objectives, goals and programs of this organization.

Section 2. Twelve (12) major employer categories have been identified as appropriate representative areas for the committee (list attached). Two-thirds of the categories should be represented at any time on the committee.

Section 3. The suggested number of committee members is no more than twenty-five (25) members at one time (35 at the onset of merger, to be lowered to 25 as companies are removed); however, additional members may be considered with the approval of the committee when the prospective member represents an important segment of the Utah economy.

Section 4. Every effort will be made to ensure the committee is made up of a representative sample of all affected employers, balancing membership between large and small employers, including employers from all major segments of the public and private sectors, with 80% representing Salt Lake County, and 20% representing Tooele County.

Section 5. Any company wishing to participate may have their representative contact a current member of the committee for bylaws and information on goals and objectives. Names (company) of potential members shall be presented to the current membership for approval, seventy-five percent (75%) affirmative vote of the members present/responding, shall qualify for acceptance.

Section 6. Term of appointment shall be two (2) years, but is renewable for additional terms by agreement of majority of the committee present/responding at a meeting, or via email or mail-in ballot, where the subject is addressed.

Section 7. Any member with three (3) or more un-excused consecutive meeting absences, or being un-represented for three (3) or more consecutive meetings, will be considered resigned and a replacement nominated at the earliest opportunity.

#### ***ARTICLE IV*** ***Officers***

Section 1. Officers of the committee are required to be employers (or their representatives) who employ people and who pay FUTA taxes.

Section 2. The committee shall be presided over by a Chairperson.

- 1) The Chair has the duty to conduct and direct the effort and activity of the committee.
- 2) The Chair shall have power to appoint working committees, as necessary, to conduct the business of the committee.
- 3) Term of office shall be for two (2) years.
- 4) The Chair will have the ability to authorize up to \$100 in discretionary funds for periodic expenses.

Section 3. The committee shall have a Vice-Chair.

- 1) The Vice-Chair shall preside over the committee in the absence of the Chair.
- 2) The Vice-Chair shall ascend to Chair at the end of the current term, and shall assume the duties of the Chair if the Chair is unable to complete his/her term.
- 3) Term of office shall be two (2) years.

- 4) The Vice-Chair shall be nominated from the body of the committee during a regular or special meeting of the committee and elected by a simple majority of those committee members present.
- 5) The Vice-Chair will have the ability to authorize up to \$100 in discretionary funds for periodic expenses.
- 6) For an Interim period of two years (January 2003 – December 2004) the Committee will include a 1<sup>st</sup> Vice Chair (Tooele County employer) and a 2<sup>nd</sup> Vice Chair (Salt Lake County employer).

Section 4. The committee shall have a Secretary/Treasurer.

- 1) The Secretary/Treasurer shall be responsible for the receipt, disbursement and accounting of all funds for the committee.
- 2) The Secretary/Treasurer shall be responsible for recording and distributing minutes of committee meetings.
- 3) DWS staff will assume the Secretary/Treasurer responsibilities.

Section 5. Interim vacancies for the Vice Chair will be filled by nomination and election from the body of the Committee during a regular or special meeting of the Committee and elected by a simple majority of those committee members present, or by email or mail-in ballot.

## ***ARTICLE V***

### ***Meetings***

Section 1. General meetings of the committee shall be held on a bi-monthly basis (every other month) and normally scheduled on the first Wednesday of the appropriate month.

Section 2. Members of the committee can request and the Chair may call special meetings of the committee as are deemed necessary.

Section 3. The Chair shall preside at the meetings, and in the absence of the Chair, the Vice-Chair (1<sup>st</sup> or 2<sup>nd</sup>) shall preside.

Section 4. Whenever practical, Robert's Rules of Order shall govern the proceedings.

## ***ARTICLE VI***

### ***Amendments***

Section 1. Any member of the committee may propose amendments to these bylaws.

Section 2. Amendments may be adopted by a simple majority of members present at a regular or special meeting, or by email or mail in vote, where notice has been given of discussion of such amendment action.

## **NAICS MAJOR DISTRIBUTION CATEGORIES**

1. Natural Resources and Mining (Sectors 11 & 21)
2. Construction (Sector 23)
3. Manufacturing (Sectors 31, 32 & 33)
4. Trade, Transportation & Utilities (Sectors 42, 44, 45, 48, 49 & 22)
5. Information (Sector 51)
6. Financial Activities (Sector 52 & 53)
7. Professional and Business Services (Sectors 54, 55 & 56)
8. Education and Health Sciences (Sectors 61 & 62)
9. Leisure and Hospitality (Sectors 71 & 72)
10. Other Services (Sector 81)
11. Public Administration (Sector 92)
12. Unclassified (Sector 99)